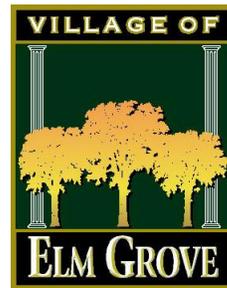


VILLAGE OF ELM GROVE SUBMITTAL CHECKLIST SPECIAL EXCEPTION



The granting of a special exception allows for a legal nonconforming structure to build an addition or enlargement, provided the structure is legally conforming with respect to use and that the addition or enlargement does not create or increase nonconformity with applicable setback lines, or applicable yard, height, parking, loading or access provisions of **Chapter 335: Zoning**. Special exceptions are required to be reviewed and approved by the Plan Commission following a public hearing.

Before the Plan Commission's review, the applicant is required to receive conditional approval from the Building Board (see Addition Application Checklist)

The following items must be received at Village Hall by 4:30 PM, at least twenty (20) business days prior to the desired Plan Commission meeting. Applicants are encouraged to meet with the Zoning Administrator prior to submitting the application to ensure all materials are complete and sufficient for Plan Commission review. *Applicants are required to attend the Plan Commission meeting.*

1. Current plat of survey identifying the following (13 copies)

- Location and dimensions of the current structure and proposed addition.
- Distance to all lot lines (including overhangs or other structural projections).

2. Written letter demonstrating that following items have been met (13 copies)

- a) The subject structure is legally conforming with respect to use.
- b) No point on the proposed addition or enlargement have a distance to a lot line that is shorter in length than the distance from the same lot line to the closest point on the subject structure as it existed at the time of the request for a special exception.
- c) The proposed addition or enlargement is not contrary to the public interest or detrimental to public health or safety.
- d) The proposed addition or enlargement shall not be detrimental to the character or property values in the surrounding area.
- e) For corner lots, the Commission shall also determine that the proposed addition or enlargement will not impair a reasonable vision clearance for traffic on adjacent streets. Please submit pictures of the corner lot location and vision cues from the street.

3. Scaled elevations, no smaller than 1/8" = 1', of all impacted areas. (13 copies)

- Scaled elevations should clearly illustrate the dimensions, location and nature of proposed alteration.
- Specification sheets, brochures, photos and other materials may be submitted to supplement the depiction of the alteration.

4. Completed Special Exception Application Form (1 copy)

5. Signed Special Contract Fee Waiver form (1 copy)

6. Digital copies of application materials via email, USB flash drive or disk (optional)

**VILLAGE OF ELM GROVE
SPECIAL EXCEPTION
APPLICATION**

Property Owner's Name

Property Owner's Address

Phone Number _____ Email _____

Project Address (if different from address above)

Property Owner's Signature

_____ Date _____

The following is due to upon submission of materials. Please make checks payable to the Village of Elm Grove.

A) Plan Commission Submission Fee	\$ 30.00
B) Special Exception Fee	\$400.00
Total due at submission (add lines A and B)	\$430.00

<u>For Office Use Only</u>	
Application Received	
Building Board Recommendation	
Plan Commission Meeting	
First Publication Date	
Second Publication Date	